University of Toronto
Division of University Extension
Continuing Education Programme
1971-72

Personnel and Manpower Certificate Programme

In co-operation with the
Public Personnel Association

PERSONNEL AND MANPOWER CERTIFICATE PROGRAMME

In co-operation with the Public Personnel Association

This programme is designed to provide basic training in the fields of personnel, industrial relations, and manpower development. It is intended for people working in these fields who wish to improve their qualifications and competence. It is designed for students who are capable of taking courses given at a university level.

Upon successful completion of this programme, candidates will receive a Certificate from the Public Personnel Association.

Admission

Applicants for admission to the programme:
(a) must be able to meet the general admission requirements of the University of Toronto, or
(b) must be of mature age (24) with suitable experience in the fields covered by the programme.

An applicant must prove his qualifications for admission to the programme by submitting to the Division of University Extension:
(a) a copy of an official transcript from any Board of Education or University, *or*
(b) a copy of his birth certificate or driver's licence *and* a letter from his superior on company letterhead, outlining the employee's experience in the field.

Certificate

Candidates for the certificate:
(a) must be employed in personnel, training or related work, and
(b) must attain a 'C' grade (60%) or better in at least 4 of the 6 courses and a pass in all of them.

Dates (unless otherwise indicated)

Mondays	Oct. 4 — Dec. 13	Jan. 3 — Mar. 6
Tuesdays	Oct. 5 — Dec. 7	Jan. 4 — Mar. 7
Wednesdays	Oct. 6 — Dec. 8	Jan. 5 — Mar. 8
Thursdays	Oct. 7 — Dec. 9	Jan. 6 — Mar. 9

Location

St. George Campus, University of Toronto

Fees

All fees are $95.00 for 20 sessions unless otherwise indicated. Fees are not refundable after the second session. An administrative fee of $10.00 is charged for all refunds.

Registration

For application form and detailed information, write or telephone:
Division of University Extension,
84 Queen's Park,
Toronto 181, Ontario.
(416) 928-2400

OBLIGATORY COURSES

Organizational psychology M.E. Weissengruber

Text Katz, D. and Kahn, R.L., *The Social Psychology of Organizations*, John Wiley & Sons, 1966
Thursdays 6:00 p.m. — 8:30 p.m.
Room 248 Galbraith Building

The personnel function T.L. Bourk

Text Yoder, D., *Personnel Management and Industrial Relations*, Prentice-Hall, 6th ed. 1970
Mondays 6:30 p.m. — 9:00 p.m.
Room 7 Victoria College New Academic Building

Management principles and organizational behaviour
A.I. Hainey K.W. Preston

Text A reading list will be provided.
Wednesdays 6:00 p.m. — 8:30 p.m.
Rooms 405, 406 Carr Hall

Economics — an introduction

J.I. McDonald W.H. Merritt

Text Samuelson, P.A. and Scott, A., *Economics - An Introductory Analysis*, McGraw-Hill, 1968
Thursdays 6:00 p.m. — 8:30 p.m.
Tuesdays 7:00 p.m. — 9:30 p.m.
Room 405 Carr Hall
Room 316 Galbraith Building
Registration is limited to 40 students per class.

Labour relations F.W. Murray

Text Chamberlain, N.W. and Kuhn, J.W., *Collective Bargaining*, McGraw-Hill
Mondays 7:00 — 9:30 p.m.
Room 243 Galbraith Building

OPTIONAL COURSES

Economics of labour relations J.I. Stewart

Suggested minimum preparation Courses 'Economics - an introduction' and 'Labour relations'

Text Woods, H.D. and Ostry, S., *Labour Policy & Labour Economics in Canada*, Macmillan
Selected issues of *Annual Reviews, Economic Council of Canada* (to be announced at first class)
Tuesdays 6:00 p.m. — 8:30 p.m.
Room 305 Galbraith Building

Interviewing and counselling J.C. Chisholm

Text Shuksmith, G., *Assessment through Interviewing*, Pergamon Press, 1968
Brown, J.A.C., *The Social Psychology of Industry*, Pelican, 1954
Tuesdays 7:00 p.m. — 9:30 p.m.
Room 315 East Asian Studies Building
Registration is limited to 30 students.

Human relations and human orgainization
P. MacKenna
Thursdays 8:00 p.m. — 10:30 p.m.
Room 315 East Asian Studies Building
$100.00 20 sessions
Registration is limited to 25 participants.

Adult learning and teaching A.R. Devlin

Text Kidd, J.R., *How Adults Learn*, Association Press (New York) or G.R. Welch (Etobicoke), 1959
Wednesdays 6:00 p.m. — 8:30 p.m.
Room 314 Galbraith Building
Registration is limited to 30 students.

Training and developing personnel (principles and methods) A. Joma

Text *ASTD, Training and Development Handbook*, McGraw-Hill, 1967
Thursdays 6:30 p.m. — 9:00 p.m.
Room 243 Galbraith Building

Communications A.F. Collaco M. Ciglen
Mondays 6:30 p.m. — 9:00 p.m.
Wednesdays 6:30 p.m. — 9:00 p.m.
Room 315, 323 East Asian Studies Building

An overview of personnel administration
G.M. Willson

Text Strauss, G. and Sayles, L., *Personnel - The Human Problems of Management*, Prentice-Hall, 2nd ed. 1967
Mondays Jan. 3 — Mar. 13
6:00 p.m. — 8:30 p.m.
Room 405 Carr Hall
$55.00 11 sessions
Registration is limited to 50 students.

Statistical methods V. Sawyer

Text To be announced
Tuesdays Oct. 5 — Dec. 7
7:30 p.m. — 9:30 p.m.
Room 116 Galbraith Building
$50.00 12 sessions
Registration is limited to 30 students.